# Records and Data Management Plan Template

**Unit Name:**

**Date Completed:**

## Introduction

The purpose of the Records and Data Management Plan (RADMan Plan) is to provide a general overview of the work and structure of the unit for which it was created and to gather information in one document about the current structure and procedures for how the unit manages records and other documents or data it uses or creates. It should be viewed as a "living document" that will be updated as information changes.

**NOTE:** The term “unit” will be used throughout the RADMan Plan as a general term for department, program or office.

Each unit at Lansing Community College is responsible for developing a Records and Data Management Plan (RADMan Plan) consistent with the [Records Management Policy](https://www.lcc.edu/about/board-of-trustees/policies.html) (6.100), other [college policies](https://www.lcc.edu/about/board-of-trustees/policies.html), and applicable laws.

The RADMan Plan template includes several sections that cover the main areas of records and data management that need to be accounted for. Each section includes a brief explanation and directions for completing the section and some of the sections include a table template that can be used to compile the necessary information.

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## Operational Overview

The Operational Overview section provides general information about how the unit is structured and any background information that may be helpful in quickly understanding the business of the unit. It includes the unit’s mission, reporting lines, staffing and physical locations of both offices and storage.

### Mission

### Reporting Lines

### Staffing

### Physical Locations

### Notes

## Records, Documents, and Data Overview

The Records, Documents, and Data Overview section is used to provide a simple yet authoritative list of every type of record and document (paper or electronic) created, used or maintained by the unit.

The column for **Sensitivity Classification** should be used to identify the level of sensitivity of data contained in the documents. For details on sensitivity classification categories, see the [Information Security Policy](https://www.lcc.edu/about/board-of-trustees/policies.html) (6.060). The **Retention Requirements** column is intended to identify whether or not the documents have a specified retention period or not. If you are unsure, leave blank.

**NOTE:** The inventory in this section includes types of records and documents, not individual items. For example, the inventory for the Records & Information Management Program would include “Records Retention Schedules” as an item, but would not list all 70+ of the retention schedules individually.

| Title | Description | Sensitivity Classification | IT Systems Used | Location | Retention Requirements |
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## IT Systems Overview

The IT Systems Overview section is intended to capture a brief description of the current IT systems or repository environments used to support the business of the unit. This section is structured in a table format and includes columns for IT System Title, Description of Functions it Supports, Managed by, and Description of Security and Access Controls.

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| --- | --- | --- | --- |
| IT System Title | Description of Functions it Supports | Managed by | Description of Security and Access Controls |
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## Data Purging and Records Disposal Plans

The Data Purging and Records Disposal Plans section is where documentation should be created to describe the processes that are followed to comply with routine purging and disposal activities.

## Monitoring and Revision Plan

The Monitoring and Revision Plan section includes a simple list of documents, and sections within documents, for which the unit has a plan for regularly monitoring, reviewing, and revising. The table format includes columns for Document/Section, Next Review Date, Who [will undertake the review], and How [they will conduct the review].

Additional documents **can** and **should** be added to the list.

|  |  |  |  |
| --- | --- | --- | --- |
| Document/Section | Next Review Date | Who | How |
| RADMan Plan: |  |  |  |
| Operational Overview |  |  |  |
| Records, Documents, and Data Overview |  |  |  |
| IT Systems Overview |  |  |  |
| Data Purging and Records Disposal Plans |  |  |  |
| Monitoring and Revision Plan |  |  |  |
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| Appendix B: Storage |  |  |  |
| Records Retention Schedule |  |  |  |
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## Contact Information

The Contact Information section should contain information for contacting:

* The responsible individual and/or author of the plan.
* The administrators of the ITS systems used by the unit.
* The program director or manager of the unit.

|  |  |
| --- | --- |
| Position | Contact Information |
| The responsible individual and/or author of the RADMan plan |  |
| The administrators of the ITS systems used by the unit |  |
| The program director or manager of the unit |  |
| Other |  |
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## Appendix A: Document Scanning Process

The Document Scanning Process section is an optional section intended to capture a brief description of scanning processes used by the unit. This section consists of 12 questions to be answered which can also be found as a separate document, [Digital Document Imaging](https://www.lcc.edu/its/records-management/policies.html), on the LCC [RIM website](https://www.lcc.edu/its/records-management/policies.html).

The answers to these questions will form a large portion of any scanning project plan taken on by the unit and will help assure that the digitization process is in compliance with the [State of Michigan Standards for Capturing Digital Images from Paper or Microfilm](https://www.michigan.gov/dtmb/-/media/Project/Websites/dtmb/Services/Records-Management/rms_st_digitizing.pdf?rev=6e94675353fc4ac0b3292999c4656869&hash=AD4C96F72CC3450E7EAFECD6F58A0F2A) (effective August 15, 2005 and updated July 24, 2017.)

1. **What hardware will be used to scan the documents?**
2. **What software will be used to scan the documents?**
3. Is it software that is included with the hardware?
4. Is it separate software?
5. **Will the files be scanned as one complete document or separated by document type?**

1. **What scanner resolution will be used?**

*300 dpi is the recommended minimum (200 dpi is an option for standard documents).*

1. **What scanner color settings will be used?**

Grayscale? Color?

1. **What file format will the image be saved in?**

PDF? TIFF? JPEG? PDF/A? Other?

1. **If the scans are being added to BDM (or another document management software), what indexing information is needed?**

1. **What will the folder structure be?**
   1. What is the file path to the location where the scanned documents will reside?
   2. Who should have access and what type of access should they have?
2. **What file-naming conventions will be used?**

[See the ***LCC File Naming Standards*** document on the RIM website for more details and best practices.]

1. **What quality assurance measures will be in place?**

What percentage of documents will be reviewed after they have been scanned?

*30% minimum recommended, 100% for high risk documents.*

1. **How long will the hard copies be retained after they’ve been scanned?**

6 months? 1 year? 2 years? Other?

1. **What is the project plan?**
   1. Will this be on-going or a one-time project?
   2. Will it start with the new files/documents and work backwards or will it take a different approach?
   3. Will the documents be scanned while active or once determined to be inactive?

## Appendix B: Storage

The Storage section is an optional section intended to capture a brief description of the unit’s standards for storage of records and documents. This section consists of three main areas: Containers & Organization, Environmental Controls, and Security. While the areas mostly apply to the storage of paper documents, some can also be used for electronic materials storage.

Part of any effective records and information management program is the timely disposition of records that are obsolete or past the period of their active use, but until records can be disposed of it is the responsibility of every LCC employee to help their unit properly manage its records. This includes storing them in proper containers, in the proper environment, and with proper security measures in place.

Refer to the [LCC Paper Records Storage Guidelines](https://www.lcc.edu/its/records-management/policies.html) document and LCC’s [File Storage Guidelines](https://www.lcc.edu/its/infosecurity/infosecurity-policies.html) for information about LCC’s best practices and guidelines for where and how to store records, documents and data at LCC.

### Containers & Organization

| Area | Unit’s Standard |
| --- | --- |
| Containers |  |
| Type Used |  |
| Container Arrangement |  |
| Other |  |
| Folders |  |
| Type Used |  |
| Folder Arrangement |  |
| Other |  |
| Arrangement |  |
| Content Arrangement |  |
| Other |  |
| Labels |  |
| Folder Label Standard |  |
| Box/Drawer Label Standard |  |
| Other |  |

### Environmental Controls

| Area | Unit’s Standard |
| --- | --- |
| Temperature |  |
| Acceptable Range |  |
| Plan to Monitor and Mitigate |  |
| Other |  |
| Relative Humidity |  |
| Acceptable Range |  |
| Plan to Monitor and Mitigate |  |
| Air Circulation Plan |  |
| Other |  |
| Water |  |
| Protections in Place |  |
| Other |  |
| Pests |  |
| Inspection Plan |  |
| Food Limitations |  |
| Other |  |

### Security

| Area | Unit’s Standard |
| --- | --- |
| Access |  |
| Access Restrictions |  |
| Other |  |
| Locks |  |
| Type Used |  |
| Key Locations |  |
| Other |  |
| Visibility |  |
| Visitation Plan |  |
| Other |  |
| Safety |  |
| Lighting |  |
| Equipment Precautions |  |
| Other |  |

### Other